



career opportunity

Office of Technology Services

Directorate

California Department of Technology

Office Technician (Typing) \$2,809 - \$3,515

Permanent/Full-time

Final File Date: 11/23/2015



Who Are We?

The Department of Technology's Office of Technology Services (OTech) is one of the largest suppliers of information technology services to state, county, federal, and local government entities throughout California. Through the use of a scalable, reliable and secure statewide network, combined with expertise in voice and data technologies, OTech delivers comprehensive, cost-effective computing, networking, electronic messaging and training solutions to benefit the people of California. We are one of the few state entities with a state of the art Tier III data center.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We value the importance of your work life balance. As a result, many of our positions allow for telework, flextime, or alternate work week schedules. We are committed to growing all of our talented staff. This position is located in Rancho Cordova with free parking.

What You'll Be Doing...

Under the general supervision of the Staff Service Manager I, Administrative and Office Support Services Unit, the Office Technician (Typing) will coordinate meetings and develop presentations and meeting materials as well as ensure that the necessary background material needed for each meeting is gathered and prepared. You will track the annual budget, prepare, edit, distribute, and maintain a file of correspondence, prepare and assist in the preparation of memo's sensitive in nature, and attend meetings as required. As the Office Technician (Typing) you will take and type meeting minutes, coordinates the pick-up and distribution of pay and travel warrants and intra-departmental mail.

The Office Technician (Typing) will assist in compiling data for OTech's Out of State Travel Plan and serve as Personnel Liaison to transactions and training.

For a more complete job description, click on this link to view the Duty Statement:

[Office Technician \(Typing\)](#)



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Who We're Looking For...

We're looking for dedicated, talented individuals who possess the following skills, abilities, and can work in the following environment:

The incumbent shall be knowledgeable of:

- Various clerical procedures including proofreading, call screening, filing.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Inventory management such as office supplies and record management.
- Personal computer experience using Outlook, Word, Excel, Access, PowerPoint, VISIO, and other PC software applications.

The incumbent must be able to:

- Type at a speed of 40 words per minute is a requirement and a typing certificate must be provided prior to appointment.
- Exercise a high degree of professionalism
- Reason logically and have good organizational skills.
- Exercise good judgment in maintaining critical and sensitive information, records, and reports. Maintain confidentiality.
- Multitask, take initiative, and work independently.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person by Executive staff.
- Be punctual, have good attendance, be dependable and able to support OTech staff.

How to Apply...

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY
P. O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Lori D'Agostini RPA 15-131
Inquiries: Linda Brandl 916-228-6464

When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

To be considered for the position of a **Office Technician (Typing)** classification, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at <http://cio.ca.gov/About/Careers> for information and instructions on the hiring process.

The Fine Print...

Applications will be accepted only from individuals currently at the **Office Technician (Typing)** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.

